

## Appendix XV. Downloading and Using HTML Scissors

HTML Scissors is a utility that allows POAs using version 4.x of the Netscape Web browser to print Benefit History Reports with each tenant's report printed on a separate page. The application is not compatible with other versions of Netscape and is not needed for reports viewed and printed using Internet Explorer. Further, the application only works on Windows 3.11, 95 or 98 operating systems. If you use Netscape version 4.x as your browser for accessing the SS/SSI Benefit Reports, we recommend that you download and install HTML Scissors. If a previous version of HTML Scissors is installed, it should be deleted before downloading and installing the new version.

The steps for downloading, installing, and using are as follows:

### A. Download and Install HTML Scissors

1. Click the **download html scissors** link under the **resources** section of the left navigation bar.

The screenshot shows the TASS Home Page. On the left is a red navigation bar with a list of links. The 'resources' section is expanded, and the 'download html scissors' link is circled. An arrow points from the text 'Download html scissors link' to this circled link. The main content area has a red header 'tenant assessment subsystem' and a date 'January 5, 2005'. It includes a 'News' section dated 'October 22, 2004' with a paragraph about Social Security Administration announcements and a link to 'www.ssa.gov'. Below the news is a table titled 'Below is the TASS processing schedule for adjusting the cost-of-living increase in the benefit reports.' The table has three columns: 'Processing Month on TASS Site', 'Recertification Month', and 'Availability of New Calendar Year 2005 Rates on TASS Site'. A 'status of ss/ssi monthly reports' box on the right indicates reports for December 28, 2004, are now available for recertification due April 2005.

Processing Month on TASS Site	Recertification Month	Availability of New Calendar Year 2005 Rates on TASS Site
November 2004	March 2005	Week of November 29, 2004
*September 2004	January 2005	Week of December 6, 2004
*October 2004	February 2005	Week of December 13, 2004
December 2004	April 2005	Week of December 20, 2004

Figure 51. TASS Home Page



1. The **Download HTML Scissors** screen is displayed as shown below.

Select the version of HTML Scissors that you wish to download and install based on your operating system. (If you do not know this, contact your IT system administrator.)

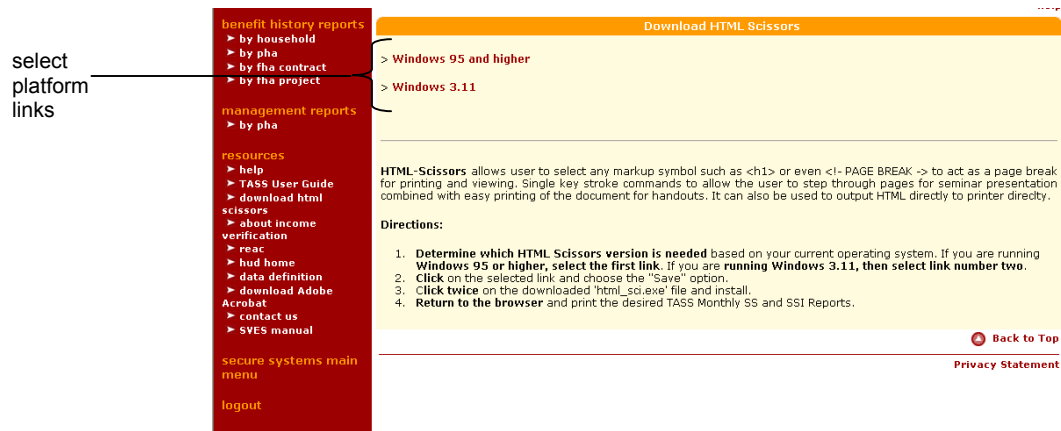


Figure 52. Download HTML Scissors screen

2. The **File Download** dialogue box is displayed. Click the **Save** button.

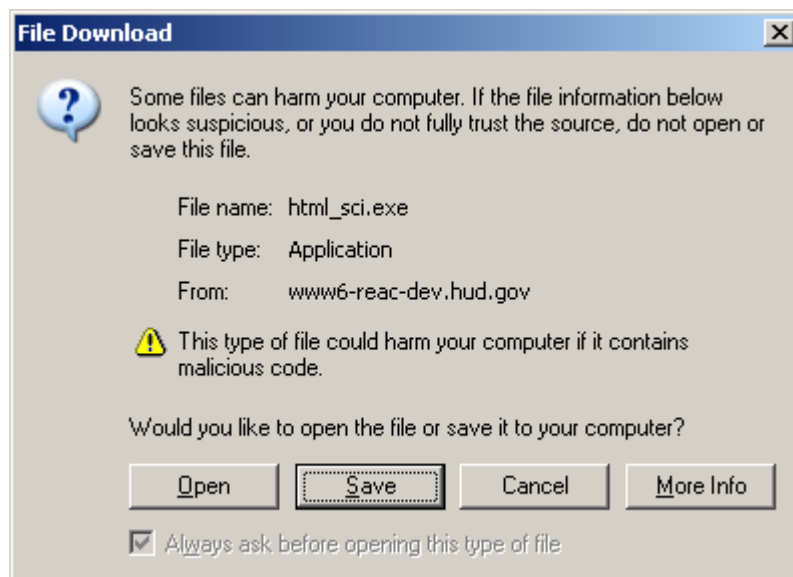
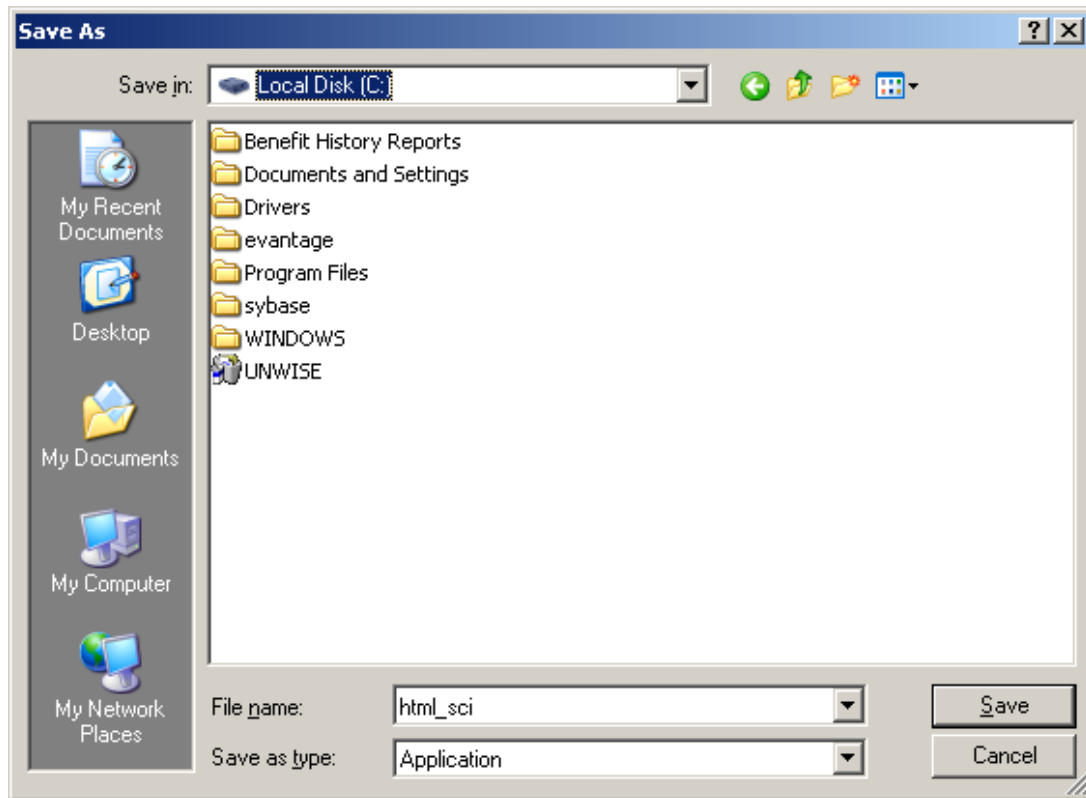


Figure 53. File Download Dialogue Window

3. The **Save As** dialogue box is displayed as shown below.



*Figure 54. File Save Dialogue Window*

4. You may use the default location indicated in the Save In box or choose a different location. We recommend saving the file to your hard drive (usually c:\). Click the **Save** button. The HTML Scissors installation file is downloaded to your selected location.
5. Go to the location where the html scissors installation file was stored in step 5 and doubleclick the html\_sci.exe file. The unzip window displays as shown below.

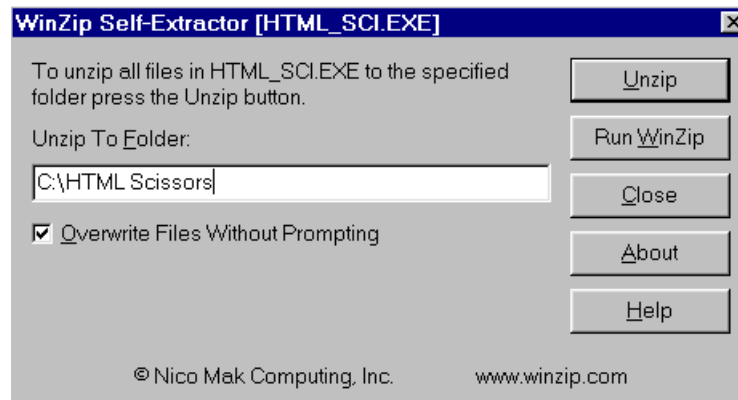


Figure 55. HTML Scissors Extraction Window

6. Enter the location where you want the HTML Scissors program files located. Click the **Unzip** button. The HTML Scissors program files are installed on your hard drive.

## B. Use HTML Scissors to Print SS/SSI Reports

1. Go to the location on your hard drive where you stored the HTML Scissors program files in step 7. Double-click the Hs32.exe file. The HTML Scissors program screen displays as shown below.

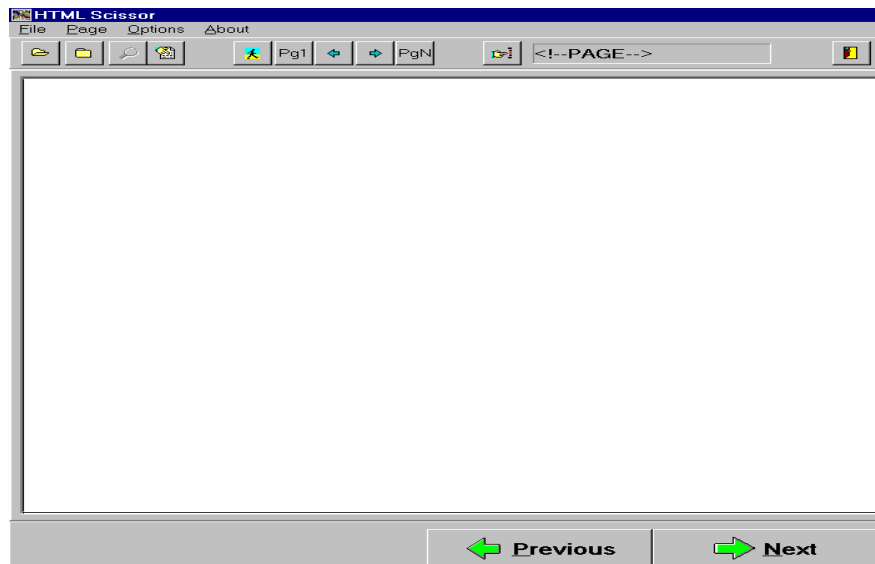


Figure 56. HTML Scissors Main Program screen



- From the toolbar, choose **File**, then **Open**.

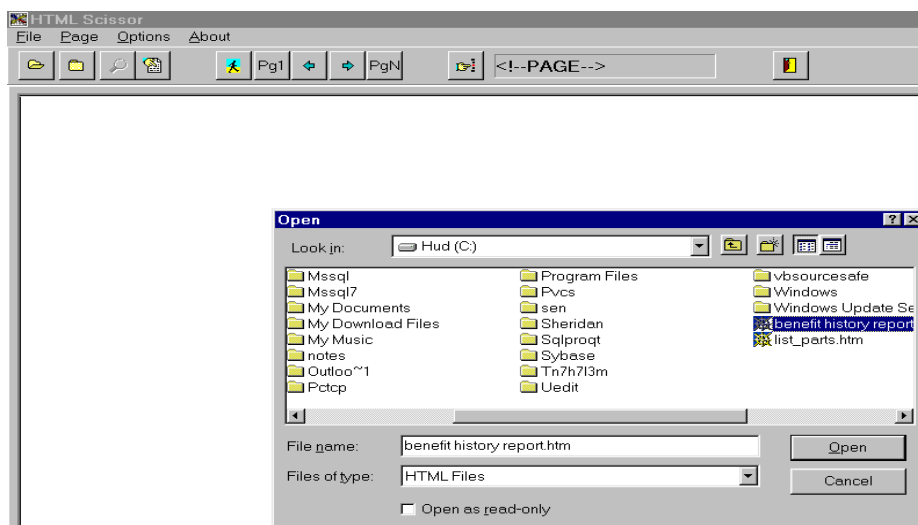


Figure 57. Screen for Selecting SS/SSI Report to Open and Print with HTML Scissors

- Select a Benefit History or Income Discrepancy report file you previously saved and click the **Open** button. The first page of the report file is displayed as shown below.

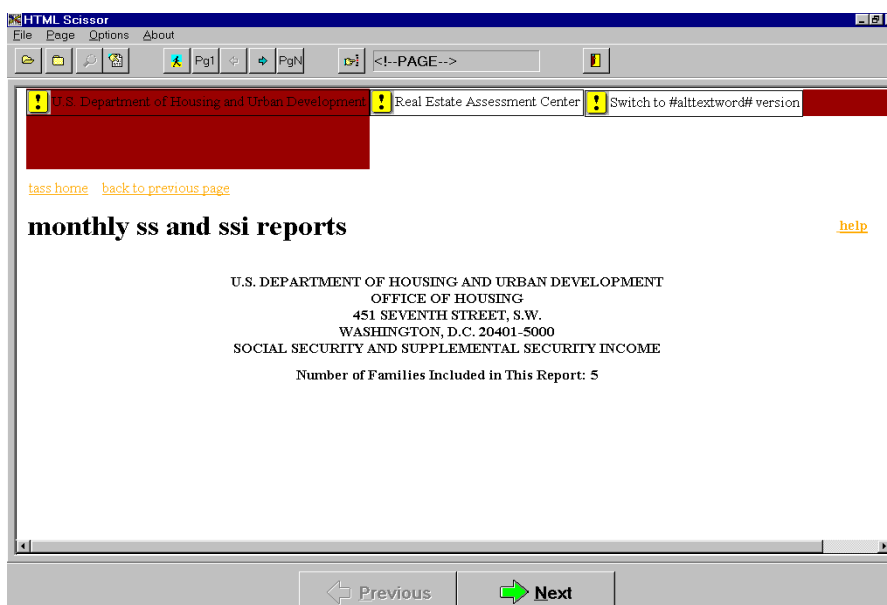


Figure 58. SS/SSI Report Accessed from the HTML Scissors Application



4. To view all of the pages in this report before printing, press the **Next** button. This action advances you through the report to the end.
5. To print the report, select **File**. From the File menu, select **Print**.



**Note**

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Whether you are working with an Income Discrepancy Report or a Benefit History Report, the procedure for saving the report and opening it in the HTML Scissors program is the same.

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